

## RECORDS RETENTION SCHEDULE

GenCat 27895

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Forestry and Fire Protection		(2) AGENCY BILLING CODE 013064		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Cooperative Fire/Camps Program		(5) ADDRESS IMS A-45, 1416 9th Street Sacramento			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER CAL FIRE 07-1019	(10) SCHEDULE DATE 10-19-2007	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 16
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER CDF-97-06-062	(14) APPROVAL NUMBER 97-203	(15) APPROVAL DATE(S) 8/28/97	(16) PAGE NUMBER(S) REVISED ALL
(17) MISSION/FUNCTIONAL STATEMENT Mission- Cooperative Fire: To maintain cooperative agreements and liaison with federal, state, and local cooperators for fire and related emergencies.  Mission- Conservation Camps: The Conservation Camps element provides the primary fire crew labor force for firefighting and other emergency assignments. When not engaged in firefighting, the camp crews, under CALFIRE supervisor, work on in-camp projects and fire defense improvements and on a wide variety of other conservation projects.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Mike Nations</i>		(19) TITLE Staff Chief		(20) PHONE NUMBER 916-653-6198	(21) DATE SIGNED 10-16-07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Donna Kazman</i>		(23) CLASSIFICATION 53A	(24) NAME (Printed or Typed) Donna Kazman	(25) PHONE NUMBER 916-324-7087	(26) DATE SIGNED 10-19-07
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE – CalRIM CONSULTANT <i>Gavin C. Sanchez</i>			(28) APPROVAL NUMBER 08-001	(29) DATE SIGNED 1/8/2008	(30) EXPIRATION DATE 1/8/2013
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Spring Bailey</i>			(34) DATE SIGNED Jan. 11, 2008		

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(35) CalRIM APPROVAL NUMBER <b>08-001</b> <b>SCHEDULE # CAL FIRE 07-1019</b>											(36) PAGE <b>2</b> OF <b>2</b> PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION OFFICE DEPT. SRC TOTAL (43) (44) (45) (46)				PRA (Exempt) & IPA (47)	REMARKS (48)	
1	9	NOTIFY ARCHIVES	Cooperative Fire Protection (7100 ) Files	P/C		Active + 10			Active + 10		Retain 10 years or as set forth in federal regulations Title 45 Part 74.	
2	1	NOTIFY ARCHIVES	Cooperative Fire Subject Files	P/C		5			5		Retain for 5 years; recycle	
3	2	NOTIFY ARCHIVES	Camp Program Subject Files	P/C		5			5		Retain for 5 years; recycle	
4	2	NOTIFY ARCHIVES	Individual Camp and Training Center File	P/C		5			5		Retain for 5 years; recycle	
5	1		FC-79 Documents - Work Program Analysis	P		1			1		Retain for 1 year; recycle	
	1		STD Form 70, Records Inventory Worksheet	P		Cur			Cur		RETAIN AS CURRENT UNTIL NEXT INVENTORY OR WHEN NO LONGER NEEDED FOR REFERENCE OR ANALYSIS, WHICHEVER IS LATER.	
			STD Form 73, Records Retention Schedule	P		Cur			Cur		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.	
Total	16		* ITEM 5. POTENTIAL SITE FILES FROM PREVIOUS SCHEDULE WERE MOVED TO TECHNICAL SERVICES RRS.									

\* Provide total of office and departmental